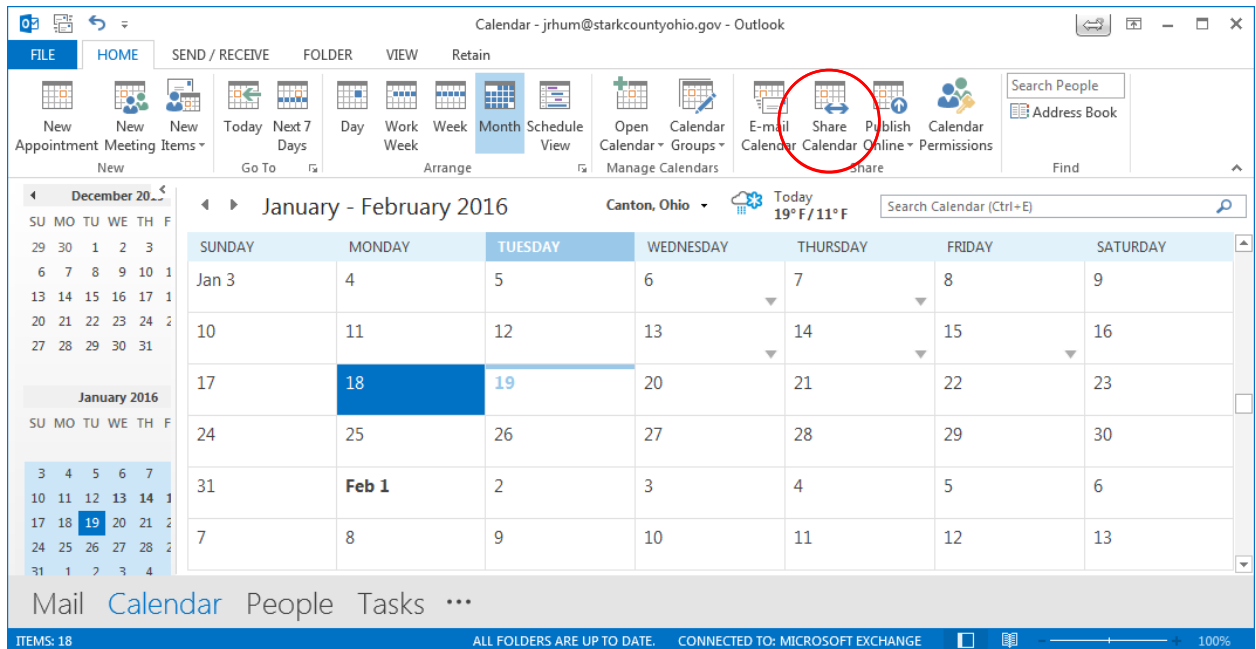
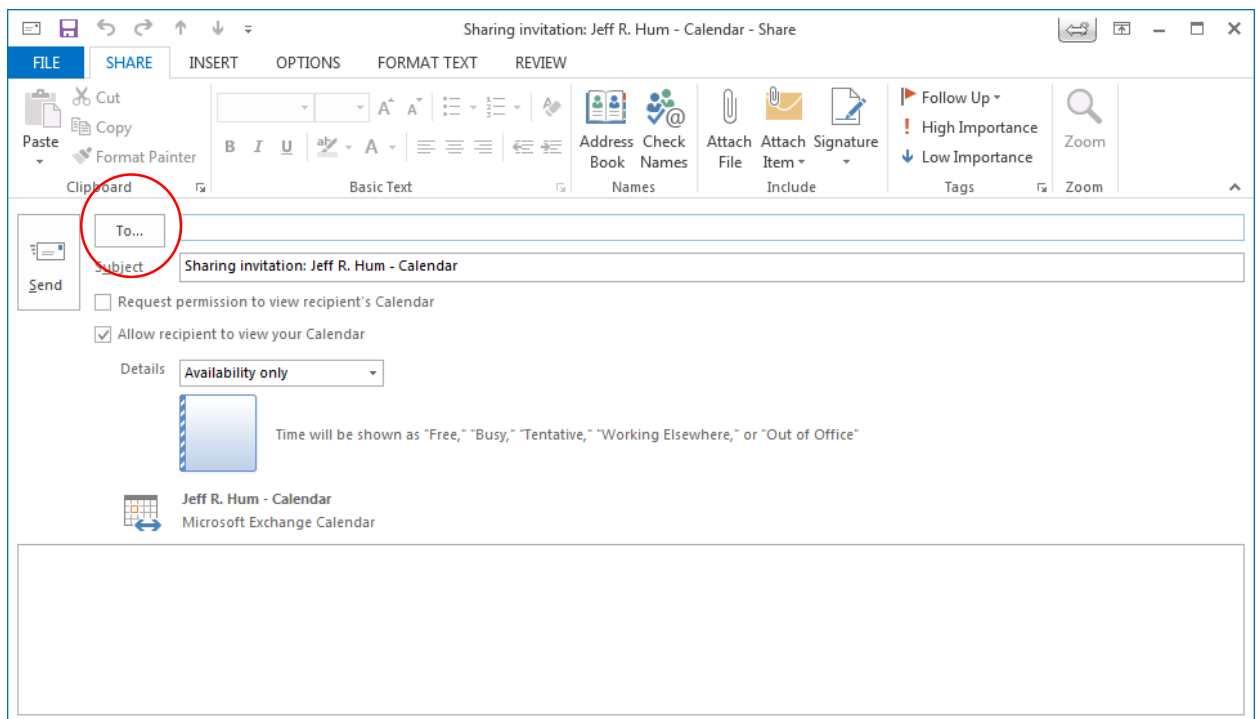


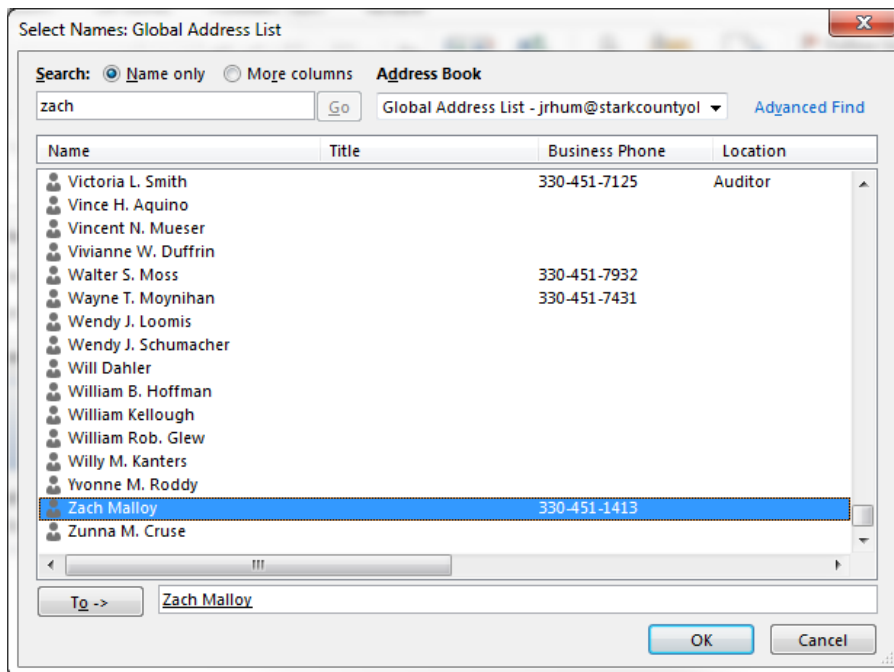
Sharing a Personal Calendar in Outlook 2013



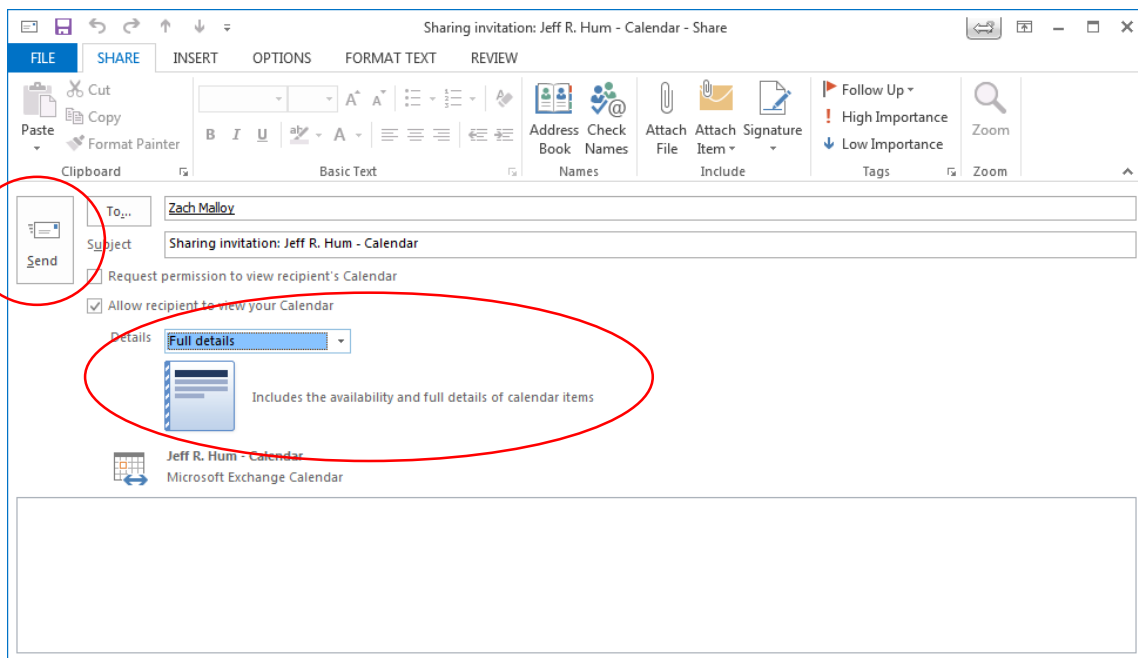
1. To share your calendar, navigate to Calendar in Outlook. Click on the “Share Calendar” icon in the ribbon.



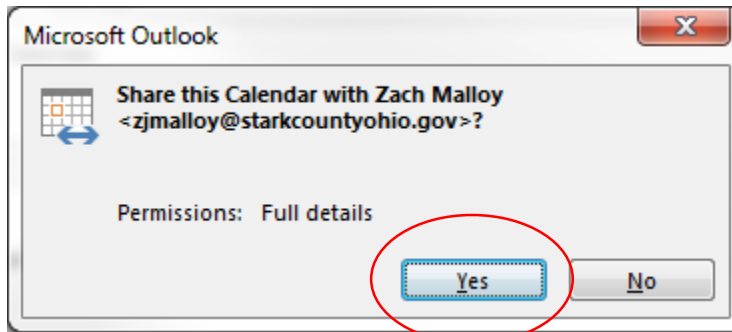
2. In the Share Invitation screen, select the “To...” button.



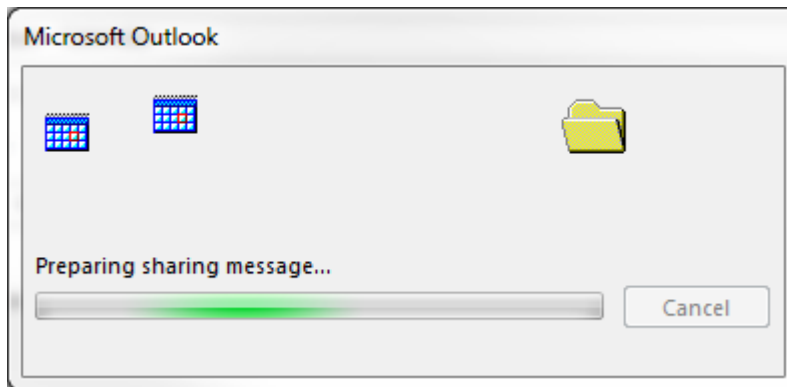
3. Select the individual(s) you would like to Share your Calendar with, then Click OK.



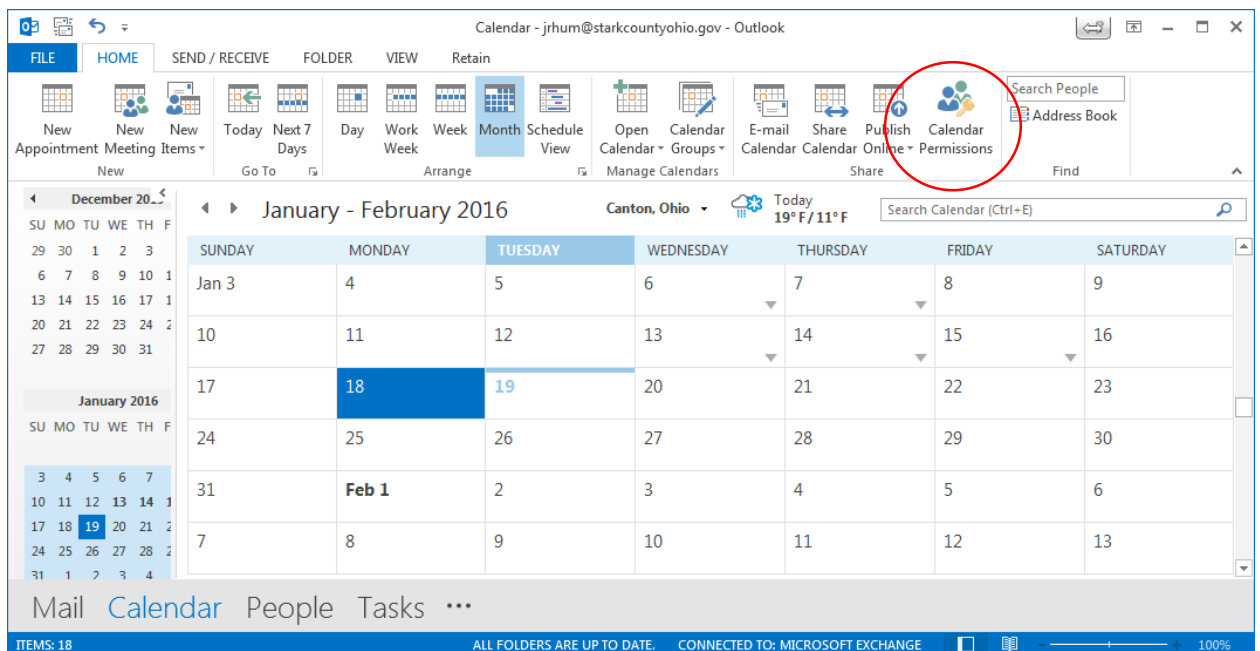
4. You can select which details you would like to share. A description is available that describes what each one does. When you have finished crafting your invite, Click Send.



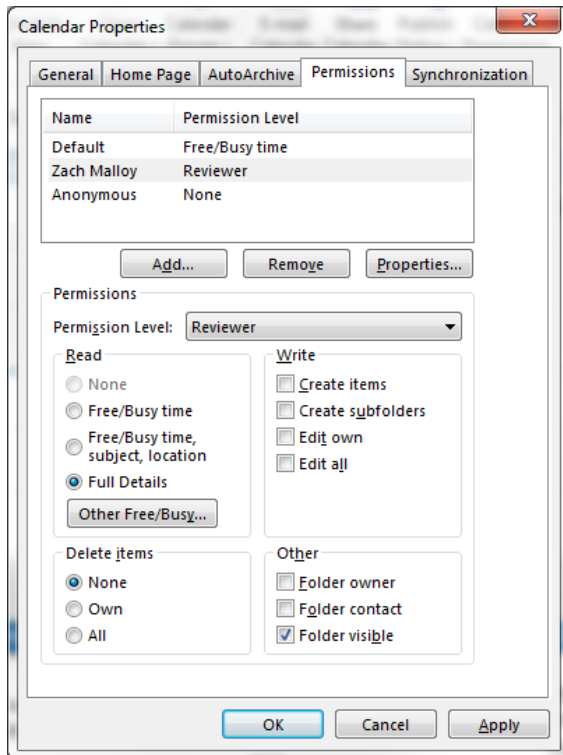
5. Select Yes to send the invitation.



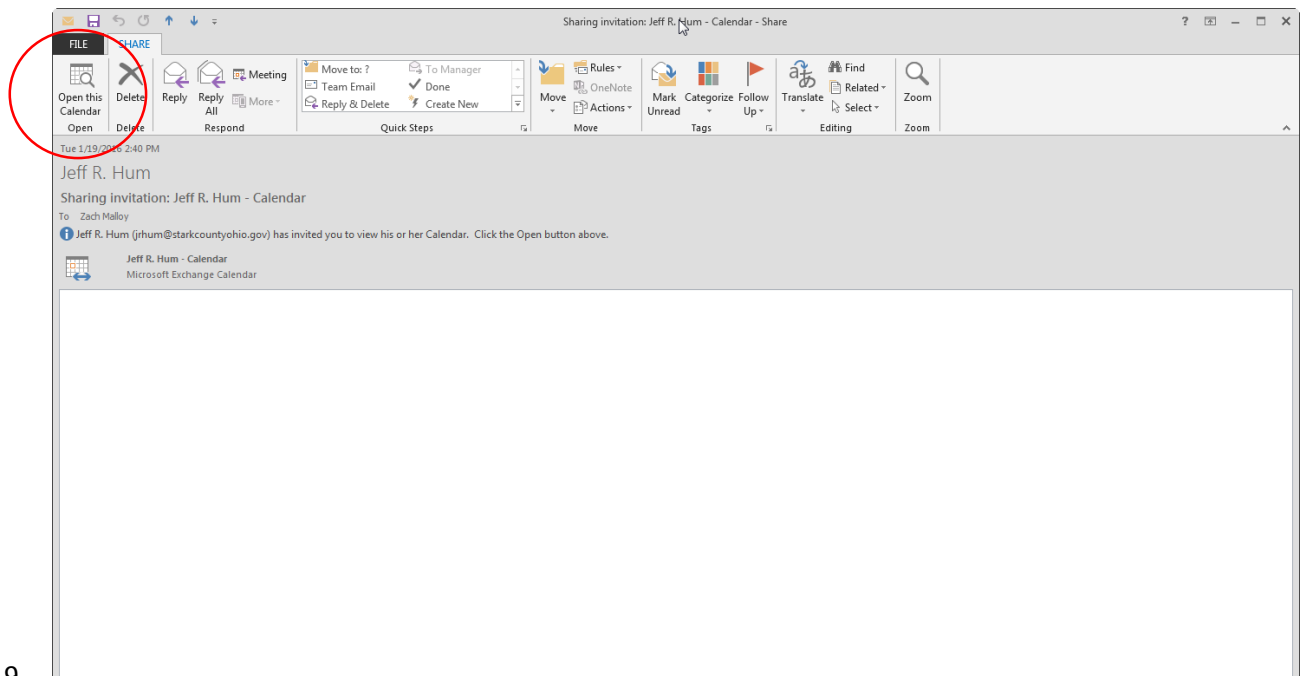
6. This message shows the progress of the invitation. When it disappears, the invitation has been sent.



7. You may want to adjust the permissions the user has to your Calendar. To do so, select "Calendar Permissions." It is always a good idea to review these after you have sent an invite for someone to share your calendar.



8. Select the user you sent the invite to. Adjust the Permission Level as you see fit. You can also create a custom Permission Level by using the check boxes and radial options.



9. This is a view of the invite that gets sent to the invitee. They will need to click “Open the Calendar” to get access to your calendar.

Calendar - zjmalloy@starkcountyohio.gov - Outlook

FILE HOME SEND / RECEIVE FOLDER VIEW Retain

New Appointment Meeting Items Today Next 7 Days Day Work Week Schedule View Week Month Open Calendar Groups Manage Calendars Share Calendar Publish Online Calendar Permissions Search People Address Book Find

GET THE NEW OFFICE It's one of the perks of having Office 365. See what's new Update Office

January 2016

SU MO TU WE TH FR SA

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

February 2016

SU MO TU WE TH FR SA

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 1 2 3 4 5

6 7 8 9 10 11 12

My Calendars

☒ Calendar - zjmalloy@starkcountyohio.gov

☐ Calendar - Retain Download

☐ Calendar - outlook

Other Calendars

☒ Shared Calendars

☒ Jeff R. Hum

Calendar - zjmalloy@starkcountyohio.gov

SUN MON TUE WED THU FRI SAT

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Jeff R. Hum

SUN MON TUE WED THU FRI SAT

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10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31 1 2 3 4 5 6

Mail Calendar People Tasks ...

ITEMS: 3 REMINDERS: 4 ALL FOLDERS ARE UP TO DATE. CONNECTED TO: MICROSOFT EXCHANGE 100%

10.

This shows a view of multiple Calendars appearing in the Outlook 2013 client. Note the boxes that are checked in the folder pane (left.) You can select or deselect these Calendars as you see fit. In this example, Zach is able to see his personal Calendar as well as the Calendar he was given Share permissions.

Jeff R. Hum - Calendar - Outlook

FILE HOME SEND / RECEIVE FOLDER VIEW Retain

New Appointment Meeting Items Today Next 7 Days Day Work Week Schedule View Week Month Open Calendar Groups E-mail Calendar Share Calendar Publish Online Calendar Permissions Search People Address Book Find

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January 2016

SU MO TU WE TH FR SA

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February 2016

SU MO TU WE TH FR SA

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 1 2 3 4 5

6 7 8 9 10 11 12

My Calendars

☐ Calendar - zjmalloy@starkcountyohio...

☐ Calendar - Retain Downloads

☐ Calendar - outlook

Other Calendars

Shared Calendars

☒ Jeff R. Hum

January 2016

Today 28° F / 21° F

Search Jeff R. Hum - Calendar (Ctrl+E)

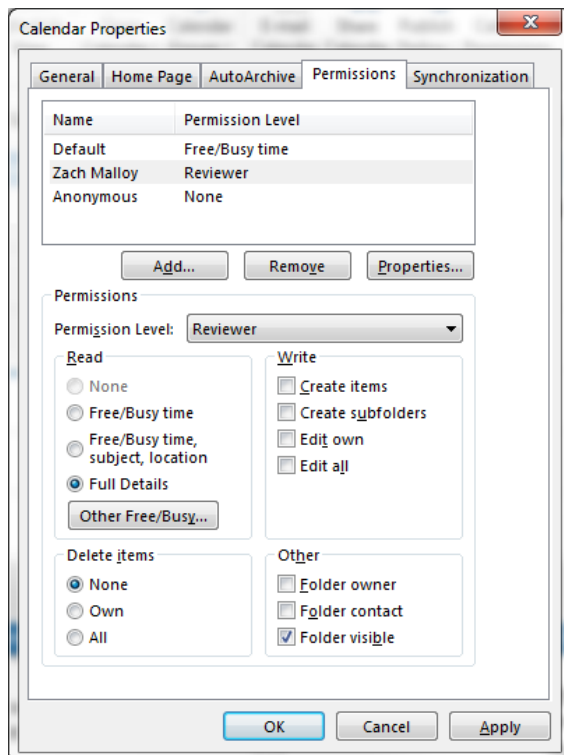
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 27	28	29	30	31	Jan 1, 16	2
3	4	5	6 9:00am Microsoft Outlook Tra... 9:00am Microsoft Outlook Tra...	7 1:00pm Microsoft Outlook Tra... 1:00pm Microsoft Outlook Tra...	8	9
10	11	12	13 11:30am MS... 11:30am MS... 12:30pm MS... 12:30pm MS...	14 11:30am MS... 11:30am MS... 12:30pm MS... 12:30pm MS...	15 11:30am MS... 11:30am MS... 12:30pm MS... 12:30pm MS...	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Feb 1	2	3	4	5	6

Mail Calendar People Tasks ...

ITEMS: 18 REMINDERS: 4 CONNECTED 100%

11.

Here is Zach's view if he wants to see only the shared Calendar. Note the selected boxes in the folder pane (left.)



12.

If you would like to revoke sharing your Calendar with someone, simply select their name from the Calendar Permissions screen and hit the “Remove” button. You can also change their Permission Level as you see fit.